# Auto- Auth Procedures

## Error Codes DCT 1028

| CODE | DESCRIPTION |
|---|---|
| A1 | MEETS REQUIRED CRITERIA |
| CAN | AA- ADMIT/TERM DATE OUTSIDE RQ |
| D1 | DATES OUTSIDE CONTRACT DATE |
| D2 | SERV/FS NOT ON PROV FILE |
| D3 | DATES NOT IN CLT FS |
| P1 | NOT WITHIN CL ENROLLMENT DATES |
| UMR | AA – TARGET POP NOT FOUND |
| W1 | OVERLAP ANOTHER AUTH |
| W2 | UNITS EXCEED MAX ALLOWED |
| ZCLT | AA - CLIENT RESTRICTED FROM AA |
| ZELIG | AA - CLIENT ELIGIBILITY REC |
| ZFSDT | AA - NOT ALLOWED FOR FC/TP #2 |
| ZFSSC | AA – Serv Req Finance Approval |
| ZLOC | AA- TARGET POP |
| ZNEW | AA – Request New Service |
| ZPLAN | AA – Treatment Plan Expired |
| ZPMAX | AA – Exceed Max Unit for Target Pop DB 84 |
| ZPROCDB | AA – CODE NOT IN PROCEDURE DB 84 |
| ZPROV | AA – PROVIDER NOT APPROVED FOR AUTO-AUTH |
| ZRDAYS | AA – Exceed Review Length |
| ZTP | AA – Target Pop Selected Not in Effect |
| ZYEAR | AA – Cross 2 State Years |

**If description starts with AA it is one of the Auto-Auth Edits.**

# Procedure Database 84

PURPOSE:

1. Controls what service category can be authorized by target pop.
2. Controls the max number of units that can be authorized per request.

DST's:

| DST | NAME | DESC | TYPE | REC# |
|------|----------|--------------------------------|------|-------|
| 15000 | PC.ID | PROCEDURE CODE ID | X | |
| 15001 | PC.DESC | PROCEDURE CODE DESCRIPTION | X | |
| 15007 | PC.RI | REVIEW INTERIM(NUMBER OF DAYS) | N | 15002 |
| 15008 | PC.AA.EFF | AUTO-AUTHORIZATION EFF DATE | D | 15002 |
| 15009 | PC.AA.LAP | AUTO-AUTHORIZATION LAPSE DATE | D | 15002 |
| 15010 | PC.MNUN | MAX NUMBER OF AUTO AUTH UNITS | N | 15002 |
| 15013 | PC.DISAB | PROCEDURE TARGET POP | X | 15002 |

**SAMPLE:**

The information for the procedure database can be entered and updated by the above transaction or imported Excel file.

Excel Files:

| State Code | Service Category | State Code | | | | PROCEDURE RECORD | REVIEW INTERIM (NUMBER OF DAYS) | AUTO-AUTHORIZATION EFF DATE | AUTO-AUTHORIZATION LAPSE DATE | MAX NUMBER OF AUTO AUTH UNITS | PROCEDURE TARGET POPULATION | AUTO-AUTHORIZATION LAPSE DATE | MAX NUMBER OF AUTO AUTH UNITS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| H0004 | 10 | INDIVIDUAL THERAPY 61-MORE | | | | | 30 | 07/01/2005 | 07/01/2012 | 5 | CSDWI | | |
| H0004 | 10 | INDIVIDUAL THERAPY 61-MORE | | | | | 60 | 07/01/2005 | 07/01/2005 | 10 | CSIP | | |
| H0004 | 10 | INDIVIDUAL THERAPY 61-MORE | | | | | 60 | 07/01/2005 | 07/01/2012 | 10 | CSMAJ | | |

**Transaction to turn a client off**

```
          CLIENT AUTO AUTH DATA - Display Data Elements

  CASE NUMBER: 146000      JXXXXTEST SONJA LYNN              ** Active **
                                 Eff Date
   1. AUTO-AUTH CLIENT EFF DATE      01012006 01/01/2006
   2. AUTO-AUTH CLIENT LAP DATE      06302009 06/30/2009
```
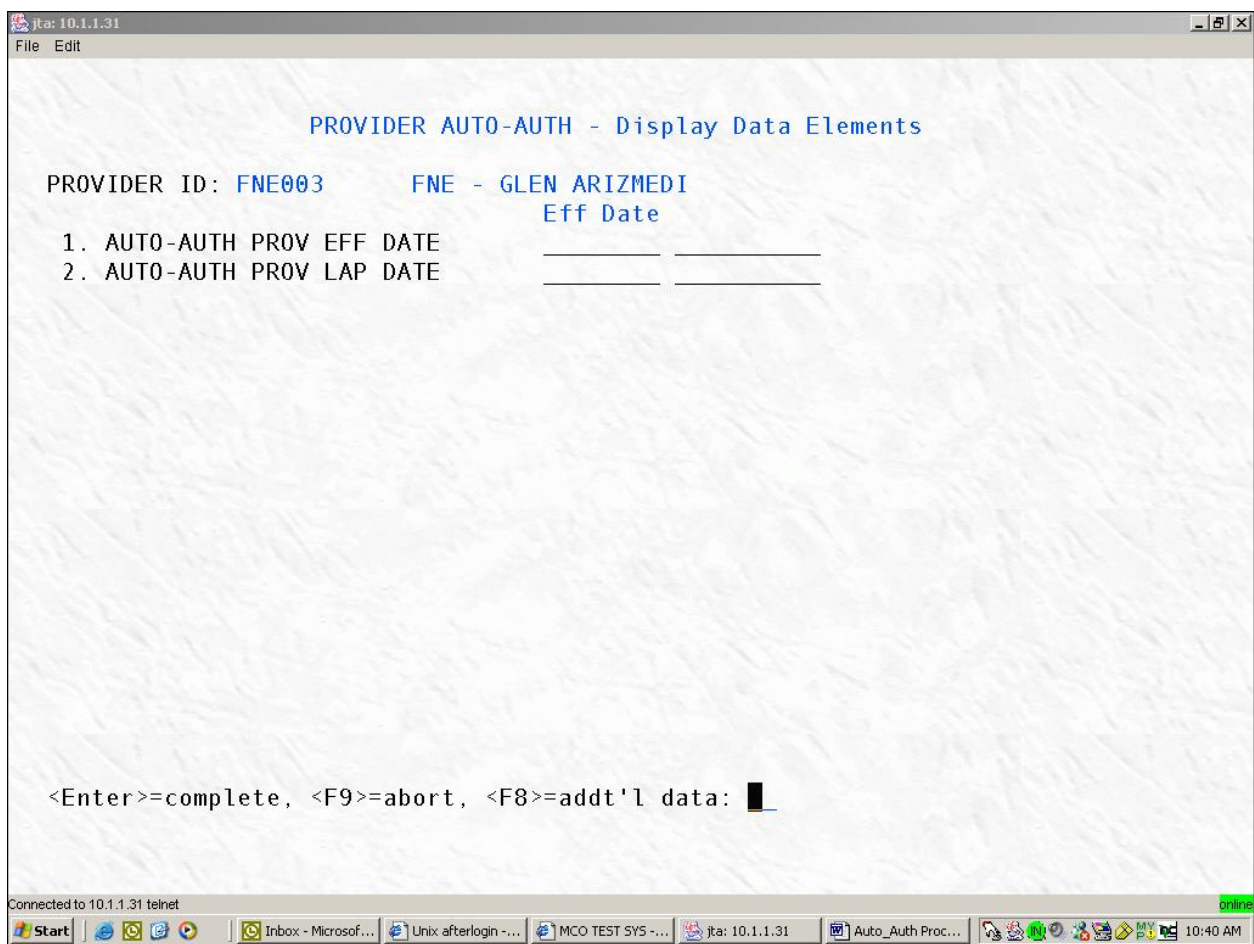
```
  <Enter>=complete, <F9>=abort, <F8>=addt'l data: █
```

**Transaction to turn off a provider**

```
              PROVIDER AUTO-AUTH - Display Data Elements

 PROVIDER ID: FNE003      FNE - GLEN ARIZMEDI
                                  Eff Date
   1. AUTO-AUTH PROV EFF DATE      _____ _____
   2. AUTO-AUTH PROV LAP DATE      _____ _____
```

```
   <Enter>=complete, <F9>=abort, <F8>=addt'l data: █
```

**MENTAL HEALTH OF CATAWBA COUNTY**
Serving Burke & Catawba Counties

Transaction to turn off a Providers Service Category / Fund Control
Uscript can be used to change the dates for a selected range of provider for one or all services in a fund control.

```
jta: 10.1.1.31                                                        _ |8| X|
File  Edit


                   PROVIDER FC/SC AUTO-AUTO - Display Data Elements

    PROVIDER ID: FNE003        FNE - GLEN ARIZMEDI
                                    Eff Date
     1. PROVIDER FS/SC RECORD      69>11042005  - Record Start -
     2. AUTO-AUTH FS/SC EFF DATE   69>11042005 07/01/2004
     3. AUTO-AUTH FS/SC LAP DATE   69>11042005 07/01/2004
     4. PROVIDER FS/SC SERV CAT    69>11042005 510       CASE MANAGEMENT
     5. PROVIDER FS/SC FUND SOURCE 69>11042005 4080      CTSP - WILLIE M
        (End Record)              69>           -- End Record --











      <Enter>=complete, <F9>=abort, <F8>=addt'l data, <F7>=restart: █


Connected to 10.1.1.31 telnet                                         online
Start | 🍰 🔘 🍰 🔘 | 🔘 Inbox - Microsof... | 🎯 Unix afterlogin -... | 🎯 MCO TEST SYS -... | 🎮 jta: 10.1.1.31 | 📝 Auto_Auth Proc... | 🎯🏃🔵🔴🎯🎮🏆◇🅼🍷🅽🄲 10:43 AM
```

# EDITS

**EDIT RULE 3:**

**Request Date Check Against Procedure Database:**
Checks to see if the request effective and lapse dates are within the date range of the 15008 [PC.AA.EFF] AUTO-AUTHORIZATION EFF DATE AND 15009 [PC.AA.LAP] AUTO-AUTHORIZATION LAPSE DATE.

If there is no data present in [PC.AA.EFF] AUTO-AUTHORIZATION EFF DATE AND 15009 [PC.AA.LAP] AUTO-AUTHORIZATION LAPSE DATE the edit is skipped.

If request is not within the date range you will get error code **ZLOC** and **ZPMAX**.

**Target Pop Check in Procedure Database:**
If the request is within the date range, the program checks the Target Pop to see if there is one in the procedures database.

If the Target Pop is not found the request is pended with a reason code of **UMR**.

**EDIT RULE 8:**

**Procedure Database Max Units Allowed:**
If the Target Pop is found in edit rule 3, above, the program checks the max number of Auto Auth Units [DST 15010 PC.MNUN] against the units in the request. If the units requested are greater than the max allowed the request is pended with a code of **ZPMAX**.

**EDIT RULE 1:**
**Global Turn off dates for Auto-Auth:**

**EDIT RULE 2: NOT USED**

**EDIT RULE 4:**

**Provider Database Auto-Auth Dates:**
The Provider Database has an auto authorization effective date [15100 - PR.AA.EFF] and [15101 PR.AA.LAP] that the request effective and lapse date must be within. If these fields are no data present the edit is skipped.

If request is not within the date range, the request will be pended with error code **ZPROV**.

This could be used to prevent provider without State funds in their contract for getting approved.

**EDIT RULE 5:**

**Provider FC/SC Effective and Lapse:**
The providers fund control / service category has an auto authorization effective date [15102 PR.FSSC.AA.EFF] and auto authorization lapse date [15103 - R.FSSC.AA.LAP] that can turn off a service or whole category.

There is an Uscript that turns on or off the edit for a fund control by selecting provider range and selecting a service or all services for the fund control.

We will use this so all request for State service are pended with a reason code **ZFSSC** – Requires Financial Approval.

**EDIT RULE 6:**

**Client Database Effective and Lapse Date:**
This rule check the clients database for Auto-Auth Effective Date [15106 – C.AA.EFF] and Auto-Auth Lapse Date [15107 – C.AA.LAP] and compares the request dates.

If the request is not within the dates the request is pended with a reason code **ZCLT**.
If the fields are no data present the edit is skipped.

**EDIT RULE 7:  NOT USED**

**Turn Off a Fund Control for a Client:**
There is already a standard request edit that checks the client Fund Control dates.

**EDIT RULE 9: NOT USED**
Target Pop and Fund Control must equal to use this edit.

**EDIT RULE 10:**

**Target Pop Date Check in Client Database:**

This rule checks request dates and target pop against the target pop and target pop dates in the client database in the LME system.

Request dates must be within DST's PLANSTRT1 – Start Date and ENDDATE1- End Date.

If it does not find the target pop from the request that cover the date range of the request, the request will be pended with an error code of **ZTP**.

**EDIT RULE 11:**
**CLIENT ADMISSIION DATE**
Check to see if the request is within the client admission date in the LME system.

**EDIT RULE 12:**
**MAX DAYS FOR AUTHORIZATION - ADDED BY TONY WILLIS**
Checks the maximum number of days for a request based on the Procedure Database
Field 15007 PC.RI [Review Interim – Number of Days].
If the days requested are greater than the Review Interim the request will be pended with a
reason code of **ZRDAYS** AA – Exceed Review Length.

**EDIT RULE 13:**
**REVIEW OF TREATMENT PLAN - ADDED BY TONY WILLIS**
Check the treatment plan review month and the effective date of the plan.
If the request lapse date is after the next review date the request is pended with a reason code of
**ZPLAN – Treatment Plan Expired.**

The edit take the month of review from field C.LOE.REV and calculates the next review date.
The review month is maintained by Medical Records Transaction 320 line 14.

**EDIT RULE 14:**
**CROSS 2 STATE YEARS - ADDED BY TONY WILLIS**

This edit check State request to see, if request crosses over State budget years.
If fund control is 4050, 4040, 4080 or 4590 request must run from July 1, xxx1 to June 30, xxx2.

**EDIT RULE 15:**
**REQUEST FOR NEW SERVICE**

This edit checks to see if the service requested has been authorized before. If the service is new
the request is pend with a reason code ZNEW – AA – REQUEST NEW SERVICE.

**Sample report of pended request:**

```
AuthReq to Process - Microsoft Internet Explorer                                    _ □ ×

 Close


                            Authorization Requests to be Processed
                            MENTAL HEALTH SERVICES OF CATAWBA COUNTY
 06/13/2006

   ClientID    LastName          FirstName      MCOProvID    SvcCat     EffDate      LapDate      Units    FundSrc
 -------------------------------------------------------------------------------------------------------------------
   8960026     ABBOT             JANICE         FNE051       31         05/01/2006   05/31/2006   1.00     4100
 -------------------------------------------------------------------------------------------------------------------
   386663      ABXXXTEST         ROGER          FNE021       2005       05/01/2006   05/07/2006   1.00     4500
               AUTH REQ ERROR UID    0607200600234    D2       - SERV/FS NOT ON PROV FILE
               AUTH REQ ERROR UID    0607200600234    ZPMAX    - AA - EXCEED MAX UNIT-DB 84
               AUTH REQ ERROR UID    0607200600234    ZFSSC    - AA - Serv Req Finance Approval
               AUTH REQ ERROR UID    0607200600234    ZPROCDB  - AA - CODE NOT IN PROCEDURE DB
 -------------------------------------------------------------------------------------------------------------------
   386663      ABXXXTEST         ROGER          FNE021       270        06/01/2006   06/03/2006   5.00     4500
               AUTH REQ ERROR UID    0607200600238    D2       - SERV/FS NOT ON PROV FILE
               AUTH REQ ERROR UID    0607200600238    ZPMAX    - AA - EXCEED MAX UNIT-DB 84
               AUTH REQ ERROR UID    0607200600238    ZFSSC    - AA - Serv Req Finance Approval
               AUTH REQ ERROR UID    0607200600238    ZPROCDB  - AA - CODE NOT IN PROCEDURE DB
               AUTH REQ ERROR UID    0607200600238    ZTP      - AA - TARGET POP DATE
 -------------------------------------------------------------------------------------------------------------------
   386663      ABXXXTEST         ROGER          FNE055       3021       06/01/2006   06/03/2006   1.00     4500
               AUTH REQ ERROR UID    0607200600240    D2       - SERV/FS NOT ON PROV FILE
               AUTH REQ ERROR UID    0607200600240    ZPMAX    - AA - EXCEED MAX UNIT-DB 84
               AUTH REQ ERROR UID    0607200600240    ZFSSC    - AA - Serv Req Finance Approval
               AUTH REQ ERROR UID    0607200600240    ZLOC     - AA- LEVEL OF CARE/DISABILITY
               AUTH REQ ERROR UID    0607200600240    ZTP      - AA - TARGET POP DATE
 -------------------------------------------------------------------------------------------------------------------
   298440      HXXXTEST          AMY            FNE001       4200EVCC   04/24/2006   06/02/2006   1.00     4200
 -------------------------------------------------------------------------------------------------------------------
   146000      JXXXTEST          SONJA          FNE003       10         03/01/2006   03/31/2006   5.00     4200
               AUTH REQ ERROR UID    0612200600281    ZPMAX    - AA - EXCEED MAX UNIT-DB 84
               AUTH REQ ERROR UID    0612200600281    ZLOC     - AA- LEVEL OF CARE/DISABILITY
               AUTH REQ ERROR UID    0612200600281    ZTP      - AA - TARGET POP DATE
 -------------------------------------------------------------------------------------------------------------------
   146000      JXXXTEST          SONJA          FNE003       10         01/01/2009   01/01/2009   1.00     4200
               AUTH REQ ERROR UID    0613200600289    D2       - SERV/FS NOT ON PROV FILE
               AUTH REQ ERROR UID    0613200600289    ZPMAX    - AA - EXCEED MAX UNIT-DB 84
               AUTH REQ ERROR UID    0613200600289    ZFSSC    - AA - Serv Req Finance Approval
```

**MENTAL HEALTH OF CATAWBA COUNTY**
Serving Burke & Catawba Counties

**TEST CLIENT NUMBER [ ALL WILL HAVE DUMMY LAST NAMES]**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**386663**

| | |
|---|---|
| FC 4050 | STATE FUNDS |
| FC 4200 | FNET MEDICAID |

| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| AMSPM | 05/01/06 | 04/30/07 |
| AMDEF | 05/01/06 | 04/30/07 |

**Plan Review Date**
Last Review 05/10/06   Month MAY   Next Review  05/10/07

**ADDMISSION DATE**        05/01/06

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**298440**

| | |
|---|---|
| FC 4050 | STATE FUNDS |
| FC 4003 | MEDICAID |

| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| ADSN | 01/01/05 | 12/31/05 |
| ADSN | 01/01/06 | 12/31/06 |

**Plan Review Date**
Last Review 01/01/05   Month JAN   Next Review  01/01/06

**ADDMISSION DATE**        02/09/04

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**146000**

| | |
|---|---|
| FC 4050 | STATE FUNDS |
| FC 4200 | FNET MEDICAID |
| FC 4700 | CWIL MEDICAID |

| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| ADSN | 04/05/05 | 03/19/06 |
| ADSN | 03/20/06 | 11/30/06 |

**Plan Review Date**
Last Review 03/20/06   Month NOV   Next Review  11/20/06

**ADDMISSION DATE         10/14/87**

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**152130**

| FC 4100 | CVBH MEDICAID |
| FC 4050 | STATE FUNDS |

| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| ADSN | 06/01/05 | 05/31/05 |
| ADSN | 06/01/05 | 05/31/06 |

**Plan Review Date**
**Last Review 06/01/05   Month JUN   Next Review  06/01/06**

**ADDMISSION DATE         11/14/96**

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**160780**

| FC 4003 | MEDICAID |
| FC 4100 | CVBH MEDICAID |
| FC 4050 | STATE FUNDS |

| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| ADSN | 06/05/05 | 06/30/05 |
| ADSN | 07/01/05 | 06/30/06 |

**Plan Review Date**
**Last Review 07/01/05   Month JUL   Next Review  07/01/06**

**ADDMISSION DATE         09/15/06**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**204080        FC 4080      CTSP STATE FUNDS**
**              FC 4200      FNET MEDICAID**


| TARGET POP | EFFECTIVE | LAPSE |
|---|---|---|
| ADSN | 06/11/04 | 06/08/05 |
| ADSN | 06/09/05 | 06/10/06 |


**Plan Review Date**
**Last Review 06/09/05   Month JUN   Next Review  06/09/06**

**ADDMISSION DATE          11/15/93**


**Recode Table PROVSTAF limit what staff and clients someone can see when they logon.**
**This is also controlled by register level security in the client file.**

**Client list by provider**

| Grp | PROVIDER | START | END | CLIENT LIST | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 500 | FAMILY NET | FNE001 | FNE999 | 386663 | 298440 | 146000 | | | 204080 |
| 520 | CVBH | CVB001 | CVB999 | | | | 152130 | 160780 | |
| 510 | CLAY WILSON | CWI001 | CWI999 | | | 146000 | | | 204080 |
| 540 | McLeod | MAD001 | MAD999 | 386663 | 298440 | | 152130 | 160780 | |